



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-09
06/11/21

POSITION VACANCY

Position: DEPUTY CIRCUIT EXECUTIVE

Salary Range: JSP 17 - \$183,300

Closing Date: Open Until Filled

Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, staff, and technical support to the Chief Judge and the Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; the district and bankruptcy courts; the probation, and pretrial offices; and the federal defender services within the Seventh Circuit. The Deputy Circuit Executive supports the operational and administrative functions of the Circuit Executive's Office, serves in an advisory capacity to the Circuit Executive regarding policy matters, and performs all necessary duties in the absence of the Circuit Executive.

Specifically, the Deputy Circuit Executive assists the Circuit Executive in carrying out the full supervisory and administrative responsibilities of the Circuit Executive's Office, as set forth in 28 U.S.C. § 332(e). These include, without limitation, supervising the budget, human resources, workplace relations, space and facilities, security, and information technology operations of the Court of Appeals. The Deputy Circuit Executive will also assist with: tracking Guidance and Directives and ensuring their implementation at the court; completing necessary reporting requirements; calendar management; judicial disability and misconduct matters; the senior judge certification process; audits; and overseeing CJA reimbursements. The Deputy Circuit Executive supports the Circuit Executive in preparation for Judicial Council meetings and execution of Judicial Council business. The Deputy Circuit Executive will oversee special projects as they arise, participate in civics education initiatives, conduct federal-state coordination when required, and perform other duties as requested by the Circuit Executive, the Judicial Council, and the Chief Judge.

Qualification Requirements:

Candidates must possess a juris doctor from an accredited school of law, be admitted to the bar, and have a minimum of four years of progressively responsible administrative, professional, or legal experience that provides a general understanding of management practices and administrative processes. Candidates must have strong interpersonal skills; highly developed analytical and problem-solving skills; and the ability to exercise mature judgment.

Preferred Qualifications:

- Prior management experience in court administration in a federal appellate, district, or bankruptcy court, or in a state-court system, including familiarity with budget, fiscal, personnel, space and facilities, and information-technology operations.
- At least three years of experience in a position of substantial executive-management responsibility.
- Operational knowledge of the courts, office automation, including automated case-management systems, and a working knowledge of the Federal Rules of Appellate Procedure and the Seventh Circuit's Rules.
- Candidates should have the ability to:
 - assume and delegate authority;
 - lead with vision, creativity, and initiative;
 - articulate priorities, and develop and execute strategic plans;
 - communicate clearly, both verbally and in writing; and
 - integrate current and future technologies.
- Strong analytical and interpersonal skills.

Information for Applicants:

- Employees in executive, high-sensitive positions such as the Deputy Circuit Executive undergo an initial OPM background investigation. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.
- Application materials will be screened and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.
- Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship.
- Travel expenses for interviews cannot be reimbursed.
- Employees of the U.S. Courts are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Court of Appeals for the Seventh Circuit reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

Benefits: Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and

Vision Insurance. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Applicants should email resume and cover letter in PDF to:

ca7_hr@ca7.uscourts.gov

Attention:

Collins T. Fitzpatrick

Circuit Executive

Everett McKinley Dirksen United States Courthouse

219 South Dearborn Street - Room 2780

Chicago, Illinois 60604

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER